Office of Mayor Virg Bernero Mayor Event Appearance Request Form

Due to the high demand for the Mayor's presence, all petitions for appointments are requested to be submitted 3 weeks prior to the event.

Date of Event:	Time Begin:	n: Time End:
Mayor's Participation: Meet and Greet	□ Speak	☐ Present Proclamation (complete proclamation request form)
Other (explain):		
Please indicate exact time and duration of M	layor's partici	ipation: Time: Duration:
Name of Event:		
Event Purpose		
Address of Event:		
Event Coordinator (name/title/organization):		
Affiliation/Sponsor:		
Event Coordinator Telephone:		_ Cellular Number:
Fax Number: Email	:	
Who will meet the Mayor upon arrival (name	/title):	
		lining participants & other invited public officials at least 5 arations, please note that the Mayor may be accompanied by
In the event of a conflict with the Mayor's sch participate on his behalf?	hedule, would	d you accept a Representative of the Mayor's Administration to
If applicable, presentation topic:		
Please provide talking points and background	l information o	of event/organization (or Website):
Who will introduce the Mayor (title/organization)	tion):	
Target Audience:		
Expected # in Attendance:		
Will there be any form of Media present?		_
Information Obtained/Submitted By:		Date:
Mayor's Approval/Comments:	□ NO	

Send Completed Request To:

Renee Freeman, Office of Mayor Bernero, 124 W. Michigan Avenue, 9th Floor City Hall Lansing, MI 48933 – Phone: 517: 483-4141 - Fax: 517-483-6066 renee.freeman@lansingmi.gov

Office of Mayor Virg Bernero **Proclamation/Letter of Greeting/Certificate Request Form**

Request is for: Proclamation	Lette	r of Greeting 🖵	Certificate
Retirement Birthday Busines	s Grand Oper	ning/Ribbon Cutting	□ Anniversary □
Organization Historical Spec	ial Recognition	on 🗖 Other 🗖	
If other, please explain:	_		
Date of Proclamation/Event Presentation:			
Event/Program Location & Address:			
Date Proclamation Needed:			
To be considered, request must be received to	two weeks pi	rior to the date neede	d
Delivery of Document:	se mail	☐ Will pick up)
Mayor's presence requested at presentation:	☐ Yes		Will Accept Representative
Time of Mayor's Presentation		Duration	of Mayor's Presentation
Number in Attendance Who Show	ıld Mayor D	anaut Ta Unau Aurius	-1
Full name of person REQUESTING document Address:			
City: Phone:	Fax·	State:	Zıp:
E-mail Address:			
Full name of person/organization receiving of			
Address: City:		State:	7in:
Phone:	Fax:	State:	Cell:
E-mail Address:			
Briefly describe and submit background info history, family information, accomplishment that could be conveyed to assist in the compete. is helpful.	ts, honors, c	clubs, affiliations, and	d any other pertinent information or mess

<u>Send Completed Request with Supplemental Materials To:</u>
Office of Mayor Bernero, 124 W. Michigan Avenue, 9th Floor - City Hall Lansing, MI 48933
Email: Renee.Freeman@lansingmi.gov - Phone: 517: 483-4141 - Fax: 517-483-6066